



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 5

Meeting Date: February 19, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: Public Works Department

Staff Contact: Mike James, Assistant City Manager

mjames@lemongrove.ca.gov

Item Title: Award a Professional Services Agreement for Engineering Services to Rick Engineering Company

Recommended Action: That the City Council adopts a resolution awarding a professional services agreement for engineering services to Rick Engineering Company.

Summary: Rick Engineering Company (Rick Engineering) has worked with the City of Lemon Grove on various projects since 1994. More recently in 2015, its capacity with the City increased due to several City Engineer position vacancies. Fast forward to present day, Rick Engineering now serves as the City's Contract City Engineer, Traffic Engineer, Project Engineering, Private Development Plan Check Engineer, Liaison with the Lemon Grove Sanitation District's Wastewater Engineer, and Special Project Manager as needed.

During the mid-year budget review process staff realized that the current budget allocation to Rick Engineering would be insufficient if current spending patterns were continued without a budget adjustment. Due to the amount of information presented and discussed at the February 5th meeting, staff wanted to wait until the next meeting to present a stand-alone report to solely discuss the engineering activities. In the remaining portion of this staff report, staff will provide:

- Additional background information about Rick Engineering to include prior projects that have been completed,
- Detail the process in which Rick Engineering became the City's Contract City Engineer,
- Highlight the current duties performed with Rick Engineering,
- Summarize agreement expenditures since 2015,
- Detail the benefits and drawbacks of continuing the partnership with Rick Engineering, and
- Conclude with staff's recommendation.

Background:

Rick Engineering is a professional civil engineering company that has offices located in Arizona, California, Colorado and Nevada. There are an estimated 160 engineers in the San Diego (Corporate) office and collectively the office has worked with every city in the County of San Diego to include the County of San Diego.

Beginning in 1994 Rick Engineering has completed eight projects for the City of Lemon Grove or Lemon Grove Sanitation District. The project titles and years completed are summarized below:

1. San Miguel Avenue Improvements (1994)
2. Plan Checking Services (1998)
3. Intersection Analysis @ College Ave & Federal Blvd. (2001)
4. Signal Re-timing/Signal Timing – City Staff Training (2006)
5. Storm Drain Repair & Assessment of Existing CMP Storm Drain Pipe (2010)
6. As-Needed Traffic Engineering Services (2012)
7. As-Needed Landscape Architectural Services & Plan Check Services (2014)
8. Downtown Village Specific Plan Update (2015)

In 2015, the City experienced several vacancies of the City Engineer position. With turn-over occurring and staff was unable to keep up with the recruitment/selection of qualified candidates to backfill the vacancy, staff approached Rick Engineering to gauge its interest in servicing as the City's Contract City Engineer.

At the time, staff was already working with Rick Engineering to provide high level of professional service, tracking of project delivery, front counter customer service, and ability to mentor a full-time Assistant Engineer employed by the City. For these reasons, staff recommended to work directly with Rick Engineering and to not go out for a public request for qualifications/proposal process. This decision was presented and approved by the City Council on October 20, 2015.

Discussion:

History of Rick Engineering Working with the City: Currently, Rick Engineering serves as the City's Contract City Engineer, Traffic Engineer, Project Engineering, Private Development Plan Check Engineer, liaison with the Lemon Grove Sanitation District's Wastewater Engineer, front counter engineering assistance, and as needed Special Project Manager. In 2018, the city's Assistant Engineer (full time position) resigned from the City. This significantly impacted the Engineering Division's ability to manage daily engineering tasks. For that reason, staff met with the Rick Engineering to gauge its interest in providing additional engineering duties to compensate for the Assistant Engineer position. The decision to not backfill the Assistant Engineer position was not

taken lightly. Staff considered the following benefits and drawbacks that aided in supporting the staffing change.

Benefits:

- ✓ Rick Engineering was already familiar with providing City services.
- ✓ Rather than being limited to one person, an entire company is readily available to assist the City.
- ✓ Counter hours are still in effect.
- ✓ Increase in amount of professional experience and certifications from company staff.
- ✓ Increase in institutional engineering knowledge from the entire County and not limited to just one employee.
- ✓ No longer was necessary to focus on succession planning for the Assistant Engineer position in addition to insuring a mentor program was in place to assist that position.
- ✓ Avoids funding a fully burdened salary, benefits, liability from employee actions as well as eliminating any risk from workers compensation claims against the City.

Drawbacks:

- A decrease in the amount of time an “engineer” is in City Hall.
- Lose the full-time employee position.
- Possible scheduling conflicts between Rick Engineering tasks and City tasks.
- Increase duties assigned to existing Public Works staff to support Rick Engineering.

Rick Engineering staff met internally and reviewed the City’s request. Upon completion it concluded that an additional Rick Engineering employee could be provided to the City during the times that would be necessary to maintain city services to the public. A summary of the duties performed by Rick Engineering is listed in **Attachment C**.

Financial Summary: Also detailed in the attachment is the anticipated amount of funds necessary to navigate the remainder of this fiscal year as well as the estimate to continue the service for the next three to five years. Since Rick Engineering has served as the City Engineer the City has paid the following amounts per fiscal year:

Fiscal Year	Amount Expended	Difference from Prior Year
FY 2015-16	\$156,305	N/A
FY 2016-17	\$216,206	\$59,901
FY 2017-18	\$180,078	(\$36,128)
FY 2018-19 (thru DEC 18)	\$223,900	\$43,822

Taking into consideration the costs listed in **Attachment C**, Rick Engineering is anticipated to expend up to \$450,000 per fiscal year. Below is a table that highlights how the total agreement cost is proposed on a one-year basis going forward.

Categories	Budget	Estimated Reimbursable Amount
City Engineer	\$150,000	\$50,000
Project Engineer	\$175,000	\$65,000
Traffic Engineer	\$125,000	\$15,000
Total	\$450,000	\$130,000

The total contract with Rick Engineering is anticipated to not exceed \$450,000 per fiscal year, with an anticipated \$130,000 recoverable through private development deposits. Concerning specific reasons for the budget increase, staff believe it is directly related to two areas of service:

1. *Traffic Related Tasks:* There are two reasons that traffic related tasks have increased. First, the City Council reactivated the Traffic Advisory Commission, which requires a Rick Engineering staff member to attend each bi-monthly meeting and to perform any follow up traffic studies, survey's and opinions resulting from those meetings. Second, there has been an increase in the number of traffic related comments made at City Council meetings, which requires the same Rick Engineering staff member to perform similar work. The chief benefit to the City now has a licensed Traffic Engineering/Professional Engineer performing the work, but the drawback is that work must now be paid for in addition to the other engineering costs.
2. *Increased Workload with Vacant Assistant Engineer Position:* As mentioned above, the loss of the Assistant Engineering position quickly increased the amount of work that still must be performed by the Engineering Division to provide quality and timely engineering service. The cost to perform additional work is directly correlated to an increase in expenditures the City pays to Rick Engineering.

Evaluation of Continuing to Partner with Rick Engineering: Staff is in a very precarious position as it reviews the benefits and drawbacks of continuing a partnership with Rick Engineering. In one stance, the professional services agreement with Rick Engineering has been extremely beneficial to provide timely, experienced and professional services on behalf of the City. However, in the other instance, it costs more to provide those services even if some of the costs are recoverable (e.g. private development plan reviews).

In closing, staff has been operating as a fully contracted engineering division with Rick Engineering Company for nearly two years. During that time, there has been an increase in expenditures, but staff feels that those increases are directly proportionate with the amount of work that is being produced. The City continues to receive a sound, professional level of service from three employees that are dedicated to the engineering division. Staff recommends that the partnership continue for the next five fiscal years. At which time, staff will return to the City Council to seek direction regarding the next step of a request for proposals/qualifications process to test the market for another engineering firm or continue the relationship.

Environmental Review:

☒ Not subject to review

☐ Negative Declaration

☐ Categorical Exemption, Section []

☐ Mitigated Negative Declaration

Fiscal Impact: If approved, staff anticipate the professional services agreement will not exceed \$450,000 in this current fiscal year and for the duration of the agreement. For reference, the existing budget is compared to the requested budget increase is shown below:

Funding Source	FY 2018-19 Adopted Budget	FY 2018-19 Requested Amendment	Explanation
Gas Tax Fund	\$46,900	\$86,900	Increase workload as related to street rehabilitation projects.
General Fund - Engineering	\$74,000	\$91,000	Increased in allocation to make up for vacated Asst. Eng. position
General Fund - Streets	\$0	\$92,400	Traffic engineering, storm drain, streets related duties.
Lighting District - General	\$12,300	\$12,300	No change.
Lighting District – Local	\$2,400	\$2,400	No change.
Sanitation District	\$73,800	\$135,000	Annual design and construction of sewer projects.
TransNet	\$30,000	\$30,000	Oversight of streets, storm drain, and traffic related costs.
Total	\$239,400	\$450,000	

The estimated total general fund expenditure increase this fiscal year is \$109,400 with the non-general fund increase of \$101,200. However, the fully burdened salary and benefits of the Assistant Engineering position, when it was filled, totaled \$89,542, with \$18,700 of that total supported by the General Fund and the remaining portion supported by non-General Funds. That total salary plus the estimate of \$130,000 in reimbursable expenditures billed to private development deposits will assist with mitigating the Rick Engineering agreement increase. In closing, the total agreement is recommended to increase by \$210,600. In addition, the total estimated salary savings and increases in private development deposit reimbursement will equal \$219,542.

Public Notification: None.

Staff Recommendation: That the City Council adopts resolution entitled, “Resolution of the City Council of the City of Lemon Grove, California, Awarding a Professional Services Agreement for Engineering Services to Rick Engineering Company.”

Attachments:

Attachment A – Resolution

Attachment B – Rick Engineering Proposal for Engineering Services

RESOLUTION NO. 2019 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, AWARDING A PROFESSIONAL SERVICES AGREEMENT FOR
ENGINEERING SERVICES TO RICK ENGINEERING COMPANY**

WHEREAS, since 1994 the City of Lemon Grove has contracted with Rick Engineering Company to operate a hybrid staffing model in the engineering division to provide a full scope of engineering services; and

WHEREAS, recent staffing changes in the engineering division required an increase in the contract service from Rick Engineering Company to assist with providing all engineering duties on behalf of the City; and

WHEREAS, Rick Engineering Company is a professional engineering company that has extensive experience in Lemon Grove as well as a vast staffing component that can support all engineering services needed by the City; and

WHEREAS, since 2015, Rick Engineering Company has provided contractual City Engineer services which expanded to also include private development plan review, traffic engineering services, sanitation district services, and front counter customer service activities; and

WHEREAS, the City Council finds it in the public interest that a professional services agreement with Rick Engineering Company is established for three years (Fiscal Years 2018-19, 2019-20, 2020-21), with two one-year extension options (Fiscal Years 21-22 and 22-23), and an annual budget not to exceed \$450,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby:

1. Approves a professional service agree with Rick Engineering Company to provide engineering service; and
2. Establishes an initial term of three years with two one-year extension options; and
3. Establishes an annual project budget not to exceed \$450,000; and
4. Authorizes the City Manager or her designee to manage all agreement documentation.

PASSED AND ADOPTED on _____, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



February 1, 2019

Mr. Mike James
Public Works Director
City of Lemon Grove
3232 Main Street
Lemon Grove, CA 91945

SUBJECT: CITY ENGINEER, STAFF ENGINEER, & TRAFFIC CONSULTING SERVICES & ON-CALL PROJECTMANAGEMENT AND DESIGN SERVICES (J-17546-I)

Dear Mr. James:

Rick Engineering Company is excited continue supporting the City of Lemon Grove (City) by providing City Engineer, Staff Engineer, Traffic, and other consulting engineering services. This has included varied responsibilities including oversight of engineering and field staff, entitlement review, Building Department plan review, improvement and grading plan and map review, coordination for/assessment of City compliance, coordination with utility companies, and project management for various capital improvement projects.

As discussed, the City is interested in continuing the services of Rick Engineering Company for the City Engineer position but to also provide additional design and project management services for various CIP projects that may arise over the next fifteen months.

Scope of Work

A. City Engineer

Provide City Engineer consultation services for 12 months. This assumes providing approximately 8-10 hours per week working at the City of Lemon Grove; and approximately 2-6 hours providing services remotely. The time estimate for this service is approximately 600 hours on a time and material basis.

The overview of services is as follows:

Under the general direction of the Public Works Director, plan, organize and direct the design and construction of the City's street, drainage, and sanitation infrastructure, various engineering programs, subdivision map and improvement plans examination, transportation program, participate as a member of the City's management team, coordinate assigned activities with other department and outside agencies, provide responsible and complex administrative support to the Public Works Director, and perform related work as required.

Representative Duties:

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide City Engineer services consistent with Government Code Section 66416.5 definition of “City Engineer” and Business and Professional Code § 6730.2. All work performed must meet current accepted engineering practices and consistent with City, State and Federal regulations.
- Assume full management responsibility for all Engineering Division services and activities including engineering, the maintenance of streets, parks and public buildings, fleet maintenance, traffic engineering and safety and wastewater and storm drainage systems maintenance; recommend and administer policies and procedures.
- Manage the development and implementation of division goals, objectives, policies and priorities for each assigned service area.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level staff, the Engineering Division’s work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate.
- Provide direction and supervisory assistance subordinates in their performance of project design, construction, compliance with codes and statutes, and maintenance of Public Works facilities; analyze and develop engineering criteria for design of infrastructure projects.
- Review, oversee and participate in approval of private development; ensure that subdivision plats, maps, surveys, parcel maps, and plans for let grading and construction of public improvements comply with applicable statutes and meet established engineering standards.
- Direct the preparation, presentation, implementation, and maintenance of the City’s Capital Improvement Program; oversee the design and construction of capital improvement projects; direct the preparation of maps, plans specifications, construction administration, contract documents and cost estimates of proposed projects; supervise and perform construction bid, and

operation reviews.

- Evaluate and recommend professional engineering consultants and contracts.
- Meet with the public in small and large groups to discuss City public works policies, practices and problems; explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the City and Engineering Division to other departments, elected officials, outside agencies, and various local and regional committee and professional organizations; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the Public Works Director, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration and professional engineering; maintain departmental awareness of state-of-the-art developments in management and the fields of specialty review legislation affecting public works.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

Abilities/Skills/Knowledge:

- Ability to plan, organize and direct projects and programs in the following functional areas: engineering, streets and storm drains, sanitary sewers, related public works, traffic systems and facilities maintenance;
- Ability to develop and implement comprehensive plans to satisfy the City's immediate and future needs for public works;
- Ability to evaluate safety needs and establish training programs;
- Ability to deal effectively with the Public Works Director, City Manager, City Council, public, developers, other City departments and public agencies in coordinating activities and resolving problems;
- Managerial and administrative ability;
- Extensive knowledge of civil engineering and land surveying practices, principles and design;
- Extensive knowledge of modern principles, methods, solutions, terminology, equipment and materials in the public works field;
- Thorough knowledge of laws and regulations relating to public works construction, operation and maintenance;

- Ability to communicate effectively, orally and in writing.

Experience: At least five years' experience in public engineering and managing public works projects and supervising construction, maintenance, professional, technical and administrative staff.

Education: Equivalent to at least a Bachelor's Degree with a major in civil engineering. Graduate study in civil engineering or public administration is desirable.

License or Certification: Registration as a Professional Civil Engineer in California is required; possession of a Licensed Land Surveyor Certificate is desirable.

Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record.

Contacts and Relationships: Employee has contact with a variety of individuals representing public and private agencies and businesses. The employee is the primary City contact on division programs and serves as spokesperson for the City in matters pertaining to the division's policies, plans and objectives. Many of the contacts involve sensitive matters requiring exercise of the highest degree of discretion and good judgment.

Accountability: Employee is accountable for the efficiency of division personnel and quality of the services provided by the department. Employee handles major technical and administrative problems which may arise as a result of the department's activities. Innovative ideas for the improvement of services are expected.

Working Conditions: Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. The noise level in the work environment is usually quiet to moderate.

Physical Conditions: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 25 pounds.

B. City Council Meetings

Attend City Council meetings in support of Council presentations and communication for projects, policies, programs and City engineering responsibilities.

C. Capital Projects and Land Development Services

The specific scope of work, schedule and deliverables for this work varies. As projects are identified, the City Engineer will identify each task while working closely with City staff and in particular, the Land Development Services Director, City Manager and Public Works Director to coordinate the

tasks needed. Once identified, a design team will be assembled with the appropriate technical and management expertise for the task. A detailed task order of work, fee matrix with hours and schedule will be developed and submitted to the City for approval and a Notice to Proceed to be issued. The City Engineer, or designated Rick Engineering Project Manager, will track the task order, give weekly status reporting, have regular task communications and deliver the task on schedule and budget to the City Engineer and the City of Lemon Grove Management Team.

The following services that may be performed include, but are not limited to the following:

- Engineering review and approval of Tentative Maps, Tentative Parcel, Final Maps, Parcel Maps, Record of Survey, Grading Plans, Building Permits (where required) and Improvement Plans for conformance with applicable City Design Standards, the California Subdivision Map Act, the Regional Water Quality Control Board Permit Requirements, and the Municipal Code Requirements. Prepare redline plan comments, written comments and recommendations relative to plan compliance to applicable codes and regulations.
- Coordinate plan reviews as applicable with various public utility companies and whose facilities encroach in the public right-of-way.
- Coordinate consultant reviews as applicable.
- Engineering review and approval of Hydrology and Hydraulic reports, Water Quality Technical Reports, Storm Water Pollution Prevention Plans, Geotechnical Reports and other technical reports as required for project approvals.
- Preparation of Capital Improvement Plans, specifications and estimate.
- Transportation/Traffic engineering services to evaluate and provide solutions for traffic issues city wide.
- Water Resource Engineering to evaluate and provide solutions to drainage issues city wide.

D. Bid and Construction Support Services

Upon specific and separate authorization by City, provide:

1. Contract administration during the course of construction of City capital improvement projects to include construction observation to assure compliance with contract documents, review and approval of contractor request for payment, and issuance of certificates of completion.
2. Review and respond/approve all construction submittals, RFI's and construction issues that may arise.
3. Assist in bid process including bid opening, review of bids, and recommendation for contract award.
4. Engineering administrative support during construction phase of capital improvement projects.
5. Project surveying, as needed.

E. Staff Engineer

Due to the City not having a full-time staff engineer, Rick Engineering Company will provide Staff Engineer consultation services for 12 months. This assumes providing approximately 8-10 hours per week working at the City of Lemon Grove; and approximately 2-6 hours providing the City services remotely. The time estimate for this service is approximately 600 hours on a time and material basis.

The overview of services is as follows:

Under the general direction of the Public Works Director, the Staff Engineer will provide the following engineering services: subdivision map, grading and improvement plans examination, participate as a member of the City's engineering team, coordinate assigned activities with other department and outside agencies, assist citizens of Lemon Grove with engineering issues and questions, and perform related work as required.

Additional Rick Engineering Company Staff may be utilized on an as-needed basis and prior authorization from the Public Works Director is required before proceeding with any work.

Abilities/Skills/Knowledge:

- Ability to plan and organize projects in the following functional areas: engineering, streets and storm drains, sanitary sewers, related public works, traffic systems and facilities maintenance;
- Ability to evaluate safety needs;
- Ability to deal effectively with the Public Works Director, City Manager, City Council, public, developers, other City departments and public agencies in coordinating activities and resolving problems;
- Managerial and administrative ability;
- Extensive knowledge of civil engineering and land surveying practices, principles and design;
- Extensive knowledge of modern principles, methods, solutions, terminology, equipment and materials in the public works field;
- Thorough knowledge of laws and regulations relating to public works construction, operation and maintenance;
- Ability to communicate effectively, orally and in writing.

Experience: At least five years of experience in the civil engineering field.

Education: Equivalent to at least a Bachelor's Degree with a major in civil engineering.

License or Certification: Registration as a Professional Civil Engineer in California is desired.

Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record.

Contacts and Relationships: Employee has contact with a variety of individuals representing public and private agencies and businesses. Many of the contacts involve sensitive matters requiring exercise of the highest degree of discretion and good judgment.

Accountability: Employee handles technical and administrative problems which may arise as a result of the department's activities. Innovative ideas for the improvement of services are expected.

Working Conditions: Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. The noise level in the work environment is usually quiet to moderate.

Physical Conditions: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 25 pounds.

F. Traffic Services

Rick Engineering Company has assigned Mark Jugar to manage the traffic-related services for the City. The following are the anticipated tasks:

1. Review/develop comments on Traffic impact studies/analysis letters provided by the Planning Department
 - Traffic Study Reports
 - Traffic Assessment Letters
2. Review/develop comments on Traffic Design plans provided by the Engineering Department
 - Signal Plans
 - Signing/Striping Plans
 - Traffic Control Plans
 - Street Lighting Plans
 - Signal Interconnect Plans
3. Attend monthly San Diego Traffic Engineer's Council (SANTEC) meetings at SANDAG
4. Attend and prepare for bi-monthly City of Lemon Grove Traffic Advisory Committee (TAC) meetings
5. Conduct traffic analysis tasks that may come out of the TAC meetings.
 - All-way Stop warrants
 - Traffic Signal warrants
 - Sight Distance evaluations

6. Conduct traffic signal coordination timing along key corridors (Broadway, Massachusetts) and implement signal timing parameters into controllers
7. Update city-wide speed surveys
8. Implement signal timing adjustments, as needed
9. Traffic data collection tasks (vendor):
 - Intersection counts (vehicles, pedestrians, bicycles)
 - Roadway ADT counts
 - Speed surveys
 - Parking counts
10. Prepare for/attend City Council Meetings (as-needed)
11. Attend other City Meetings (office or site meetings) (as needed)

G. Other Services not specifically included in the Engineering tasks noted in "B" above

Upon specific and separate authorization by City, provide other engineering services as listed below:

1. Urban design and planning.
2. GIS services.
3. Assessment engineering.
4. Flood control studies.
5. Landscape architecture.
6. Design survey and mapping.
7. Other studies, investigations, and reports, as directed.

Fees and Billings

The following is an estimated labor fee for the above-described work. Labor charges for work shown below are on a time and material basis in accordance with the current Schedule of Hourly Rates (attached), not to exceed the following amounts without your prior authorization.

Escalation:

Billing Rates will increase by 3% each year for the 1st three (3) years of the contract. If the contract is extended for a 4th year, then the current billing rates of the company will be utilized. Rates will be increased by 3% (upon those rates) if the contract is extended into the 5th year.

Fee (Yearly):

A.	City Engineer	\$ 69,000.00
B.	City Council Meetings	\$ 11,500.00
C.	Capital Projects and Land Development Services	\$ 46,000.00
D.	Bid and Construction Support Services	\$ 23,000.00
E.	Staff Engineer	\$ 174,085.00
F.	Traffic Services	\$ 123,400.00

Mr. Mike James
February 1, 2019
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G. Expenses

\$ 3,015.00

Total \$450,000.00

Any printing and miscellaneous processing fees are extra and not a part of this agreement. Also not included are any items not specifically referred to above.

Services Not Included

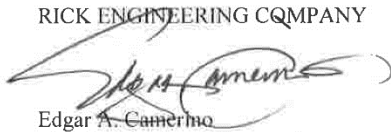
1. Geotechnical Services
2. Environmental Services
3. Public Agency fees
4. Dry utility design services
5. Financial services
6. Additional Services Not Included in the Scope of Work

If notice is delayed for any reason beyond sixty (60) days, it is understood by the parties that the terms and conditions contained herein are subject to revision.

If you have any questions regarding this agreement, please contact me at 619-688-1468. Thank you for requesting Rick Engineering Company to provide these services.

Sincerely,

RICK ENGINEERING COMPANY



Edgar A. Camerino
R.C.E. 58844
Associate Principal

APPROVED:

BY: _____

DATE: _____



Hourly Rates – California Offices

Principal Consultant (Special Projects)	\$275.00	Principal Water Resources Designer	\$140.00
Principal	245.00	Associate Water Resources Designer	130.00
Associate Principal	230.00	Assistant Water Resources Designer	115.00
Associate/Manager	215.00		
Expert Witness	400.00	GIS Manager	\$185.00
Court Appearance per half day or part	1,600.00	Principal GIS Project Manager	170.00
		Associate GIS Project Manager	155.00
Director of Land Development	\$210.00	Assistant GIS Project Manager	135.00
Principal Project Engineer/Manager	190.00	Principal GIS Analyst	125.00
Associate Project Engineer/Manager	175.00	Associate GIS Analyst	115.00
Assistant Project Engineer/Manager	160.00	Assistant GIS Analyst	105.00
Principal Engineering Designer	140.00	Principal Graphics Designer	115.00
Associate Engineering Designer	130.00	Associate Graphics Designer	110.00
Assistant Engineering Designer	115.00	Assistant Graphics Designer	95.00
Principal Engineering Drafter	110.00	CAD Manager	175.00
Associate Engineering Drafter	100.00		
Assistant Engineering Drafter	90.00	Field Supervisor	\$190.00
		One-person Survey Party	140.00
Principal Construction Engineer/Manager	\$190.00	One-person Survey Party with Robotics	190.00
Associate Construction Engineer/Manager	175.00	Two-person Survey Party	220.00
Assistant Construction Engineer/Manager	160.00	Three-person Survey Party	285.00
Principal Construction Technician	140.00		
Associate Construction Technician	130.00	3D Laser Scanning Crew (One-Person)	\$220.00
Assistant Construction Technician	115.00	3D Laser Scanning Crew (Two Person)	260.00
Senior Transportation/Traffic Engineer	\$200.00	Principal 3D Laser Scanning Project Manager	\$180.00
Principal Transportation/Traffic Engineer	190.00	Associate 3D Laser Scanning Project Manager	165.00
Associate Transportation/Traffic Engineer	175.00	Assistant 3D Laser Scanning Project Manager	150.00
Assistant Transportation/Traffic Engineer	160.00	Principal 3D Laser Scanning Specialist	130.00
Principal Transportation/Traffic Designer	140.00	Associate 3D Laser Scanning Specialist	120.00
Associate Transportation/Traffic Designer	130.00	Assistant 3D Laser Scanning Specialist	110.00
Assistant Transportation/Traffic Designer	115.00	Principal 3D Laser Scanning Technician	110.00
		Associate 3D Laser Scanning Technician	95.00
Principal Community Planner	\$210.00	Assistant 3D Laser Scanning Technician	85.00
Principal Project Planner/Manager	190.00		
Associate Project Planner/Manager	175.00	Photogrammetry Supervisor	\$180.00
Senior Planner	165.00	Principal Photogrammetrist	125.00
Associate Planner	130.00	Associate Photogrammetrist	110.00
Assistant Planner	110.00	Assistant Photogrammetrist	100.00
Planning Technician	85.00		
		Computing & Mapping Director	\$190.00
Principal Landscape Architect	\$210.00	Principal Survey Analyst	175.00
Principal Project Landscape Architect/Manager	180.00	Associate Survey Analyst	135.00
Associate Project Landscape Architect/Manager	155.00	Assistant Survey Analyst	115.00
Assistant Project Landscape Architect/Manager	120.00		
Principal Landscape/Urban Designer	110.00	Associate Project Administrator	\$75.00
Associate Landscape/Urban Designer	105.00	Assistant Project Administrator	65.00
Assistant Landscape/Urban Designer	95.00	Administrative Assistant	70.00
Principal Environmental Project Manager	\$175.00		
Associate Environmental Project Manager	155.00		
Assistant Environmental Project Manager	135.00		
Principal Environmental Specialist	120.00		
Associate Environmental Specialist	115.00		
Assistant Environmental Specialist	110.00		
Environmental Technician	90.00		

Rates will be subject to a 3% increase at the end of each fiscal year (beginning on July 1, 2020).

Attachment B